

Undercurrents



The Navy's MWR Newsletter



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www.mwr.navy.mil

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Undercurrents is a publication of the Navy's Morale, Welfare & Recreation Division (PERS-65). Contents of *Undercurrents* are not necessarily the official view of or endorsed by the US Government, the Department of Defense or the Department of the Navy. Send any comments, questions, and submissions to:

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From the Director:

I wanted to share some of the good news from the field in the hopes that you might find these great ideas useful.

FINANCES... Your resilience out there in the field is just awesome. The system had an excellent February with a \$1.3M profit for the month and a year-to-date profit of \$1.7M. When you put that in context, we are now ahead of the same period last year by \$1.2M. That is an amazing feat with all the turbulence MWR has dealt with. SUPER JOB!

SNEAK PREVIEWS UPDATE... Since the inception of the Navy Movie Program's Sneak Preview program about nine months ago, over 132,000 Sailors and their families have enjoyed free advance screenings of 10 major motion pictures. These free screenings of major motion pictures, such as *Harry Potter* and *Blackhawk Down*, allow Navy people to enjoy a small but special benefit that is not available to the general public. At some screenings, many of you have supplemented the showing with free popcorn and sodas to make the event even more special. Several more free screenings are planned. Thanks for making these events special.

FITNESS COURT AREA GRAND OPENING... Fitness guru Billy Blanks was aboard the USS LA SALLE (AGF-3) in January for a ribbon-cutting ceremony, dedicating a new multi-purpose fitness area complete with a basketball court. "The court typifies the Navy's commitment to physical fitness," said Capt. Charles Hautau, LA SALLE's CO. "With MWR's help, we turned what was a storage area (the aft well deck) into something that will help our crew maintain fitness." The project, which included special flooring, padding and basketball backboards, became a reality through a special Fleet Grant from PERS-65 and some great work by the local MWR folks in Gaeta.

MWR MID-ATLANTIC REGION A KEY PLAYER IN DEVELOPING "KEEP AMERICA STRONG"... This is a strength/endurance athletic competition being produced for ESPN2 that will feature the Atlantic Fleet's *fittest* Sailors. The competition will be taped April 10-13 aboard USS Harry S. Truman (CVN-75) and broadcast on ESPN2 on May 21. Most events will require three-person teams - two males and one female. Of particular interest is the fact that the sponsors have agreed to provide three free 60-second advertising spots for recruiting commercials while the show is being broadcast. When someone asks us about a tangible financial ROI for our programs - there is an easy one.

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CATALOG OF EVENTS

A catalog of upcoming MWR events from the field and headquarters is being created to periodically present to Navy leadership. This catalog will include a listing of one-time events, special events, grand openings, concerts, movie premiers, large community events, "wow" events, homecomings, etc.

We're looking for more than the standard Bingo night information. Again, we would prefer information about upcoming events, but we welcome details of recent programs as well. Input should be sent via email to the POC listed below.

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IMWG ENDORSES MWR STANDARDS AND METRICS...

Congratulations to the MWR IPT group for a great job that is being recognized. Tom Jelcick from Northwest Region recently briefed the Installation Management Working Group (IMWG) on progress of the MWR IPT. The support for our progress and the materials produced to date was overwhelming. The words from the IMWG were "Well thought out...good methodology"; and "Poster Child to display how it should look." That is glowing praise from a group that is a notoriously tough audience!

NEW FACILITIES...

- Recreation Vehicle Park Opens At CSS Panama City...with 24 new campsites and an administrative (support/shower and laundry) facility. The project also included full hook-up services (sewer, water, electrical and cable television) to each RV site. For the comfort of our visitors each site also is equipped with a 10 ft by 10 ft concrete patio, picnic table, etc for added enjoyment.
- In early April, we will complete the NAS Pensacola Oak Grove Cottages with 4 duplex Cottages, including two ADA accessible units and are just completing the Restroom/Shower room/Laundry to support the cottages and new RV Park (54 spaces).
- We are taking beneficial occupancy of the new 13,000 SF Pearl Harbor Youth Center. The new Youth Center includes a Teen lounge, Commons/Game Room, computer room and classrooms.
- NWPNS Charleston Car Wash opened with five new self-service bays. The facility includes four covered bays and one exterior wash bay for oversize vehicles. A separate pavilion structure was also included for post-wash vehicle detailing. Three double-unit vacuum stations support the services available to MWR patrons.

CONTEST UPDATE...The winners of the St. Patrick's Day MWR contest are back at home after an exciting and successful trip and MWR has just wrapped up selections for our next big contest event – Sands and Slopes. This trip entails a vacation split equally between skiing and at the beach in the Bahamas. The contest generated over 7,500 hits on the Navy MWR web site with almost 200 entries and 10 lucky Sailors as winners and their guests. A NAVADMIN message will be coming out in the near future on contests so you may want to brush up in case you get questions. The MWR web site is a good spot to check for updates and history.

You're doing great out there. As always, proud to be working with you!

Warm regards,
PERS-65
MWR Division Director



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NEW OUTDOOR GUY...Welcome to David Griffin (NPC Outdoor Recreation Program Manager), the newest addition to PERS-659 family. David fills the considerable "shoes" left by his predecessor, Ed Dunning. We are certain that he will continue to expand upon Ed's vision for the future of Navy Outdoor Recreation programs. He brings with him a wealth of knowledge from his former job as Program Manager for the Regional Outdoor Adventure Center in Dam Neck. In just 2 short years of operation, the OAC has become the model for Outdoor Recreation programs in the Navy.

JOINT SERVICES ITT CONFERENCE...will be held in the Radisson Hotel in Branson, MO on April 21-26. The military ticketing and travel programs have changed greatly since 9-11. The purpose of the conference is to meet, learn how to cope and prosper with the changes in the marketplace, identify successes that ITT/ITR managers have had, and how to provide the best service possible for America's heroes. It is also the opportunity to learn about America's hometown resort, Branson, MO, and what it has to offer to our military market. A vendor fair will be held on April 22, with National, Regional, and Branson area vendors.

PARTNERING WITH THE FFSC...Those bases with an RTV roaming the streets and piers have a unique opportunity to showcase some of the many programs available with MWR. Don't forget that your local FFSC has additional programs that you can market to your customer base. The goal of the RTV program is to market MWR and community programs and reach out to our customers by taking the information to them. By partnering with the FFSCs on base, we can help get the word out and enhance the information our customers are getting.

ANNUAL SCHOOL AGE CARE (SAC) MEETING...was a big success. This year's Navy SAC meeting was held in Memphis at the Springhill Suites on March 5-6, in conjunction with the National School Age Care Conference, which was held March 7-9.

NPC incorporated many of the suggestions participants made from previous years in planning the training schedule. This included expanding our annual training to two days and soliciting field representatives to conduct beneficial presentations. Attendees of the Navy SAC meeting took pleasure in hearing NPC program updates and future plans from Tom McFadden, NPC MWR Deputy Director, and Sharon Peterson, the new Head of the Community Support Branch. Vickie Woods and Kathleen Jennings, also from NPC, provided ideas on training program staff.

Participants also attended sessions facilitated by their colleagues. Clara Ann Phillips from NTC Corry Station presented a seminar on "Designing Routines for Active Learners"; CeCe Powell from NAS Brunswick conducted a session on "Back to 'Base'ics"; Michelle Ware from NTC Corry Station directed a hands-on workshop on "Woodworking with School-Agers"; and Chris Kaspareck contributed an enthusiastic presentation entitled "Music in SAC: Making a Difference." Along with all of that fun, Jim Atkinson, AKA "Mr. Happy" joined us both days contributing lots of unique, amusing, and interesting ideas for our SAC programs to use with children and staff. Since we were here in Memphis, we had the opportunity to visit NSA Mid-South's new Youth Center as well.



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LOGO CONTEST WINNER...We are extremely pleased to announce the winner of our recent Navy Auto Skills logo contest. From over 60 entries, ET1 David Bennett of NAVSTA San Diego prevailed. The official winning entry is shown at left. A logo marketing package will be sent out for use by your marketing departments. We encourage you to actively use the logo in every aspect of promoting your program.

BASELINE ASSESSMENT...By now you should have received a letter from PERS-659 requesting that your Auto Skills program complete an assessment tool. Each mail-out contained a disk with instructions on how to input the required data. The information collected will be valuable in identifying future funding requirements and as a central database for field requests of information on our programs. All disks need to be returned by April 15.

NAVY YOUTH TRAINING SCHEDULE...The schedule for the Navy Youth Training being held at FCTC Dam Neck April 30 - May 2 is now available at www.mwr.navy.mil/mwrprgms/youthnew.htm. Definitely some great training and networking opportunities that your youth folks should not miss.

NATIONAL PROVIDER APPRECIATION DAY...is Friday, May 10. CDH Directors should plan on staging another successful event like they did last year and hang up the banners again to gain base-wide recognition. In order to give commands flexibility, you may plan your event any day during the week of May 10. The 2002 Provider Appreciation Declaration and details can be found at www.ProviderAppreciation.org. Examples of previous years' successful events can be found on the CDH web page. Be sure to get the parents involved again this year (e.g., letters of appreciation, "thank you for" notes). Please forward us pictures and articles after your events so we can post them on the CDH web page.

MILITARY HOME ACCREDITATION (MHA)...The link to the Army (Accrediting MHA Agency) web page on the Navy CDH web page is up and running again! This will help CDH staff and providers download clear copies of the MHA application, self-study, parent surveys, etc. The site also provides information on the advantages of MHA for military providers. We now have 28 Accredited Providers including 2 Star Providers! There are also 23 candidates awaiting a validation visit. San Diego CDH is still ahead! Keep up the great work! This is a winning initiative for providers, parents, and children!

CDC DIRECTOR TRAINING FOR 2002...Navy Child Development Center (CDC) Directors' training, "Empowering, Equipping, and Entrusting: Navy Child Development Administrators," will be held from May 20-24 at Naval Station Mayport. The Child Development Program Section will present this course. A detailed agenda of the Navy training will be posted on the CDC web page as soon as speakers are finalized. This training is geared to CDC Directors and other persons responsible for administration (i.e., CDPM, CDPAs who are dual-hatted as T&Cs). There are 125 seats available in the training. They will be filled on a first-come, first-served basis with applications from qualified participants. Details for registration fee and lodging can be found at www.mwr.navy.mil/mwrprgms/training.htm.



MISSION ESSENTIAL BRANCH

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2002 ATHLETIC BUSINESS CONFERENCE PROGRAM

IDEAS...It's time to start thinking about next year's meeting. You can influence the meeting in one of three ways:

1. You can give us suggestions on what you would like to have included in the 2002 Navy Meeting;
2. You can make suggestions for the military track during the conference; or
3. You can put together a presentation to share with your colleagues.

This year we had field presentations from Laurie Allard (Youth Fitness), Judy Kosaka (Nutrition), John Lenz (Navy Running Teams) and Dedra Ticer (Incentive Programs). All four did an excellent job with their presentations.

FY-02 MISSION ESSENTIAL PROGRAMMING GRANTS...

The FY-02 Grants for Fitness and Liberty have been awarded. Each base requesting a grant received \$2,000 for Fitness and \$2,000 for Liberty. The money was transferred in January and letters were sent to each Command. The money will show up in account 17-562 for Liberty and 62-562 for Fitness. If you requested more than \$2,000, you may choose how you wish to use the grant dollars. A one page after-action report needs to be sent to PERS-651 immediately after the program occurs. All grant funding must be used prior to September 30.

DOD CORE FITNESS CENTER STANDARDS...The DoD Fitness Center results for FY-01 are in and Navy Fitness is improving. We had 82 activities report on 136 fitness facilities. Of these, 33 Navy fitness facilities meet or exceed core fitness standards. There were 103 facilities that did not attain core standards. However, 48 of those were close to achieving all core standards. The other 55 still have significant challenges they need to overcome before meeting standards.

As in previous years, facility issues (e.g., basketball courts with six-foot clearance, heating and air conditioning) and staffing issues were the most glaring deficiencies. The Navy still lacks adequate fitness staff members to maintain the proper staff-to-customer ratio recommended by the BUPERSINST 1710.11C and the American College of Sports Medicine. Although improvements have been made, the Navy is also deficient in meeting the DoD standard regarding knowledge and expertise for fitness staff members who interface with patrons.

TIME ZONE CONVERSION CHARTS...In networking with our peers worldwide, time differences invariably become a factor in communication. To that end, we have developed a Microsoft EXCEL workbook that has time zone conversion charts contained in separate worksheets. The file named "**Time-Chart.xls**" can be downloaded from www.mwr.navy.mil.

THE 2001 NAVY MALE AND FEMALE ATHLETES OF THE YEAR...LTJG Katie Sheldon (Volleyball) and ENS Eric Uptagrafft (Shooting) were chosen based on their achievements in their sport during the past year. Both were honored at the Armed Forces Athlete of the Year Banquet in D. C. on March 22.

FY-02 FITNESS EQUIPMENT FUNDING PROGRAM...100% of the bases responded to the equipment call. Equipment is being ordered and some bases have received all or part of their order. Funding for the program has been delayed but is moving along slowly. Approximately 50% of the equipment has been ordered as of February 28. Here are some things to keep in mind. Unless you were contacted, your order went in as you submitted. All orders are being processed through the Navy Supply System (Norfolk is handling the majority of orders). Supply should contact you when the order goes to the vendor. We will also try to contact you, but usually we are not notified any earlier than you. Since the equipment is being shipped through the Supply System, your local Supply Department will receive it. Receiving and assembly of all equipment is the responsibility of your local command. To be prepared, contact your local Supply Department and give them an idea of what will be coming. This should make the process a little smoother. Remember that this is a slow process and orders may take up to six more months to complete.

FY-02 FITNESS TRAINING...classes are still being offered:

BIOMECHANICS...The three-day Cooper Biomechanics course will be offered at NS Everett, WA (June 18-20) and NS Mayport, FL (July 9-11). It is an excellent course for both certified and non-certified MWR fitness staff. NPC will assist MWR Staff Members with travel and per diem for this course. NPC MWR Training Branch (PERS-654) will handle the course announcement and student registration. The announcements will be sent to all MWR Departments.

GROUP EXERCISE LEADER...This Cooper Institute course will provide group exercise leader certification and will be offered in Naples, Italy (April 2-4) and Yokosuka, Japan (August 13-15). It is an excellent opportunity for OCONUS MWR programs to build up their number of group exercise leaders (aerobic instructors). NPC Training Branch (PERS-654) will handle the course announcement and student registration. The announcements will be sent to all MWR Departments.

COMMAND FITNESS LEADER TRAINING (CFL)...This 5-day course is a requirement for Active Duty personnel who serve as the CFL for their command. The course teaches students how to manage the Navy Physical Readiness Program and also offers certification as a Cooper Institute Personal Trainer. Priority for this course is given to Military Personnel assigned as their commands CFL. MWR Fitness Staff will be accepted on a space available basis. The hosting Command will be given two spaces in each class for their MWR Civilians. We will conduct 23 courses in FY-02. CFL dates, locations, and registration information are available on the Mission Essential web page. Per Diem and travel for the CFL courses are the responsibility of the student/command.

ADDITIONAL TRAINING NOTE

The Navy Fitness Standards require that all MWR Fitness Staff members in supervisory positions attend both the MWR Manager's Course and the newly developed Leadership Skills for Managers (LSFM) within 18 months of being in the current position. Both courses are offered through the MWR Training Branch (PERS-654). They both offer excellent management training for MWR professionals. To find out when the courses are scheduled, visit www.mwr.navy.mil and go to the Training Site. Strong leadership from management is the first step in creating a quality environment for fitness, sports and aquatics.

***NPC UNVEILS NEW
SHIP'S STORE CLOSURE
GRANT PROGRAM***

The primary source of nonappropriated fund monies for the majority of the Fleet is profits from ships' stores. As such, an extended closure of a ship's store has an adverse impact on shipboard quality of life. NPC is meeting this need by providing grants in the prorated amount of \$12.50 per person per quarter to ships whose stores are closed for 30 days or more.

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***REQUESTING AUTOMATIC
EXTERNAL DEFIBRILLATORS
(AED)***

At the Athletic Business Conference, we mentioned that all bases would be receiving AEDs in FY-02. We are still planning for this but the process for receiving an AED has changed. Of the 30 AEDs sent out in FY-01, only a few are currently in use. The reason for the delay is the process of establishing an AED program at the base level. If you have an AED program in place and would like an AED for your program, please fax or email the request. Our goal is to have AED's operational at every base by the end of FY-02. This can only happen if you take the initiative to get an AED Program established. Putting together an effective AED program requires staff training and coordination with your local Medical Branch and Fire Department. For guidelines from the Health and Human Services Department, go to www.govexec.com/dailyfed/0501/053001m2.htm. If you are having difficulties, contact us and we will provide assistance.

PHYSICAL READINESS PROGRAM...At the Athletic Business conference, we talked about teaming MWR Fitness and the Navy's Physical Readiness Program at the base level. As outlined in the OPNAVINST 6110.1F, the MWR Department and MWR Fitness Staff plays an important role in the Physical Readiness Program by providing quality fitness facilities and training assistance to military members and Command Fitness Leaders (CFLs). Here are a few suggestions on how to provide assistance to your CFLs as they work to provide a quality Fitness Enhancement Program (FEP) at your base.

CFL TRAINING...As most of you know, the CFLs are required to attend the CFL/Cooper Personal Fitness Specialist Course. We train more the 1,000 CFLs each year. Many of the CFLs who attend the course have only a basic knowledge of fitness. The course offers a lot of valuable information in a short period of time and the information can become very overwhelming to someone who is learning it for the first time.

You can assist your CFLs in two ways. First, offer a pre-Cooper workshop to prepare the students for the course. Briefly discuss the fitness basics and the information that they will be learning at the training. If you have a Cooper Certification Book, make it available to them prior to the course. Second, offer monthly training to your CFLs. Take an hour or two each month to discuss/review some of the material they learned at the training. You should include your staff in this training. This is also a good time to find out what kind of assistance your CFL's may require.

FEP/GROUP EXERCISE TRAINING...Get with your local CFLs and determine a time when you can offer a Group Exercise Class for military members. These classes usually start around 0530 to 0630 Mon-Fri. Use trained MWR and/or contracted personnel. Teach the class in an area that can accommodate a large number of participants. Several MWR facilities are offering the class as a circuit type PT class with as many as 10 different stations. They use CFLs to help monitor and teach at the different stations.

ASSISTANCE WITH THE PHYSICAL READINESS TESTING...The test happens every 6 months and it is important that MWR facilities be available for the test. Work with your CFLs and, if possible, offer the assistance of your MWR Fitness Staff to assist with the testing. Many CFLs are conducting the test for the first time. Your assistance can make the process much easier for everyone.

Often we hear comments like "MWR doesn't have the time" or "that's what the CFLs are for" when talking about MWR and the Physical Readiness Program. Remember that taking care of the active duty military members is the number one mission of MWR Fitness. If you are not supporting the Physical Readiness Program at your base, you are not doing your job.

INCENTIVE PROGRAMS...How many of you are offering incentive programs to encourage your members to work out? Remember that, as per the BUPERSINST 1710.11C, each MWR Fitness Program needs to offer an incentive program. At the Athletic Business Conference, Dedra Ticer presented an excellent program that was being offered in the Northwest Region. Incentive programs should be designed to encourage and reward military members as they participate in fitness activities. If you are not currently offering an incentive program or would like to offer something different, you may want to look at the Presidential Sports Award Program offered by the Amateur Athletic Union:

PRESIDENTS SPORTS AWARD PROGRAM...Participants, ages 6 and older, can earn an award in any one or more of the 66 sports and fitness activities included in the program. Participants should 1.) Select a category; 2.) Fulfill the requirements for that category; and 3.) Mail the completed and signed fitness log with \$5 per award to the Amateur Athletic Union for fulfillment.

The recipient of the Presidential Sports Award receives a personalized certificate of achievement with facsimile signature of the current President of the United States; a letter of congratulations from the Executive Director of the President's Council on Physical Fitness and Sports; and a blazer patch signifying the sport/activity in which the award was earned. The 66 activities include everything from Aerobic Dance and Bicycling to Bowling and Archery.

It is an easy to administer program, very cost effective, and allows for participation in a variety of activities. To get started, go to www.aausports.org and click on National Programs, then The Presidential Sports Award Program, or call 407-934-7200. You will need to advertise the program, provide the fitness log, and mail the completed log to AAU. We suggest you have the CO or XO present the award. The cost is only \$5 per person per award and can be paid for by credit card. If you are not currently offering an incentive program, this is a great way to get started.

WATER WATER EVERYWHERE...we wish! We are seeing more and more promotion of "sports drinks" at our MWR Facilities. Do "sports drinks" benefit the majority of our customers? NO! Other than water, sugar is the main ingredient in a sports drink. Since most of our customers are working out to lose weight, we are hindering their progress by encouraging them to consume simple carbohydrates otherwise known as "empty calories."

The general rule is that if a person is doing a high intensity workout for 60 minutes or longer, some form of sports drink is needed. For workouts less than one hour or low intensity, water is all they need. The same rule applies to "energy bars." Water is free, required at all of our facilities, and calorie free. The advertising agencies do a good enough job of pushing the "sports drinks." We need to promote the real "health drink," known as water.

Remember, at the end of the day, it's calories consumed vs. calories burned and every calorie is counted, even if it is consumed while exercising.

Good Nutrition +
Aerobic Exercise +
Strength Training +
Flexibility +
Active Lifestyle
=
A Healthy Sailor



FACILITIES & ACQUISITIONS BRANCH

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NAF CONTRACTING BASIC COURSE

is available via correspondence at no cost. For information, go to www.mwr.navy.mil, click on "Training" and then "Course Catalog."

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NAF PROJECT NOMINATIONS

should be coming in right now in the form of a pre-INVS. Recall that you need to meet the June 1 cut-off date for Project Validation Assessment consideration toward the FY-04 and outyears NAF Capitalization Program. For CINCLANTFLT activities, LANTFLT is sponsoring an INVS workshop at NAB Little Creek the first week of April. If you need assistance with review of pre-INVS or INVS documents, please feel free to pass your draft documents to PERS-656D for review and advice.

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NAF ADVANCED CONTRACTING COURSE...will be conducted at NPC June 3-13. All personnel who have completed the prerequisite basic procurement course are invited to attend. This course is designed to give students an in-depth understanding of the formal contracting process (for contracts over \$25,000). Students will learn all facets of solicitation preparation, receipt and evaluation of offers, defining contractor eligibility, negotiating techniques and contract award. Additional topics covered are contract elements and formats, standards of conduct for procurement officials, sealed bid procedures, and the ratification process. A \$750 registration fee is due two weeks before the class start date. If you are interested in attending, contact the Training Branch for a training announcement and application form.

THE NATIONAL RESTAURANT ASSOCIATION (NRA) SHOW...will be held in Chicago on May 18-21. The AFNAFPO staff will be present to provide purchasing services to MWR and BQ attendees at the Show. It's a great opportunity for attendees to be able to take advantage of NRA/AFNAFPO Show discounts.

If you are interested in having AFNAFPO purchase food service supply and equipment items for you at the Show, AFNAFPO would like you to send them a funded purchase request before May 10, so they can enter the information into the computer. Mail your request to AFNAFPO, 9504 IH 35 North, Suite 370, San Antonio, TX 78233, or fax to 210-652-6309. If you can't get the purchase request to them in time, you may hand-carry it to them at the show. The AFNAFPO booth number is 2283.

The purchase request does not need to specify any particular items that you plan to purchase. For the item description, use "miscellaneous items not to exceed \$____" and fill in the total dollar amount authorized by the purchase request. Be sure to include your shipping and billing addresses, a POC and phone number, and if you are overseas include your shipping instructions.

AFNAFPO will have folders prepared for each activity that submits a purchase request, with instructions on how to work the Show, a list of the firms offering Show discounts, and quotation forms to be utilized during the Show. You may pick up your folder at Booth 2283 on opening day.

NAF PURCHASE CARD NEWS...On February 21, CitiBank discontinued mailing monthly NAF purchase card reports to Agency Program Coordinators (APCs). This is a positive action because APCs can now receive reports on-line one day after the end of the billing cycle. CitiBank notified the APCs of the new policy and web site address: www.citidirect-gcs.com, "Reports."

All APCs were issued a CitiDirect user ID, required to retrieve reports, when the account was established. If an APC is missing an ID or needs assistance in retrieving reports from the web, contact CitiDirect help desk at 800-790-7206 and select Option 2, or call 904-954-7850. If you do not have Internet access, contact your CitiBank client manager to request an exception at 800-790-7206, select Option 4, extension 69880/69896, or call 904-954-7850.

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NEW CHILD DEVELOPMENT CENTER CRITERIA

has been developed and is referred to as Uniform Facilities Criteria (UFC). The final document is ready for signature by each services' engineering chief and will be posted on the Naval Facilities Engineering Command criteria web site. It will affect any project being programmed in FY-04 or later and represents a significant change from the current NAVFAC P-80 and the Military Handbook 1037/2A. As soon as it is posted, we will issue another notification so that you may revise any existing DD Form 1391 to reflect the new requirements.

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Reminder: Per the NAVSUP policy letter (PC02-5), an Approving Official can only have a maximum of seven (7) cardholders under their cognizance. NAVSUP is the Navy's NAF Purchase Card Program Manager, so we must comply with these guidelines. Please ensure your activity is in compliance.

CHILD DEVELOPMENT CENTER DESIGN REVIEW...is critical for these projects to be successful and for the finished facilities to pass inspections. Over the past year there have been several CDCs around the Navy that proceeded to final design or even into construction that weren't reviewed for compliance with Military Handbook 1037/2A. This has resulted in major upheaval, disruption to services, and delays in project completion/facility openings. Please ensure that any CDC project you may have is forwarded to PERS-656 for review before passing the 35% design stage. This should ensure that you would be able to pass CDC facility inspections.

PLASTER IN A ROLL...Finally, a solution to historically difficult wall covering application problems. This unique new product is a decorated, gypsum coated fabric that can be applied to any rigid wall or ceiling surface in new, renovation, or repair applications. It is applied in a 1-step process, similar to conventional wall coverings, for tremendous labor savings. This product's versatility allows it to be used on surfaces such as cinder block, gypsum board, plaster, and metal. It can be applied to new or old concrete block, and hides most surface deficiencies including cracks, patches, mortar joints, and irregularities. Ideal applications for the use of this product would include heavy-use facilities such as Youth and Child Development Centers, gymnasiums, etc.

VINYL UPHOLSTERY IS NOT ALWAYS NECESSARY...Yes, there is a non-vinyl fabric that is great looking and wears well under strong use. It has a reputation as a "performance fabric," that looks and feels like regular woven fabric. Yet, it is a technologically advanced textile that has an antimicrobial protected surface, which can repel liquids and prevents stains. Currently, no other fabric has the patented formula properties. Additionally, it is produced in a variety of patterns such as plaids, solids, floral and jacquards. The most noted user of this product is the hospitality and healthcare industries. Nevertheless, this product is a great choice for other applications such as youth or child-care facilities. For further information, please contact PERS-656D6.

HIGH IMPACT...Those of us in the facilities business understand the time and money that we spend on repairing damaged walls, usually by patching and painting. There are products on the market that can be applied to walls to help reduce routine damage. From fabrics to laminates to troweled on systems. But not all systems may be compatible with the wall surface. Different materials expand at different rates under temperature changes. It is important to talk to the manufacturer of the particular product to ensure that it will work for your application. Fabrics may not adhere well under humid conditions or laminates may buckle at seam joints. Information on various materials can be found in architectural publications, on the Internet, from PERS-656D4.



POLICY & MANAGEMENT ASSISTANCE BRANCH

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FAREWELL & WELCOME...We'd like to wish a fond farewell to Bob Woodruff, who recently assumed the position of MWR Program Manager for the Northeast Region. Bob is a class act and his team building skills will be missed! Good luck, Bob!

We'd also like to welcome Lorraine Seidel, our new head of MWR Management Assistance. Lorraine is presently the acting MWR Director at NAVSTA Annapolis and will join our team at the end of May. Welcome aboard, Lorraine!

SUPPORT SERVICES WORKSHOP...The 28 participants who attended the Support Services Workshop in Millington last week represented over 20 commands. It was a great group this week and we had a lot of good interface and networking. The focus of the workshop was on the business operations of the management of local MWR programs.

But the incredible news is that Ernie Ernst – a workshop participant and the MWR Support Services Manager at Okinawa – won over \$10.2 million dollars at a casino in Tunica! Ernie (shown below with the entire workshop group) is a great guy so it couldn't have happened to nicer fellow. To show you the kind of person he is, he will not be leaving his job right away to give the command time to find a replacement.



BEWARE OF NATIONAL CONFERENCE SERVICES, INC...

It has come to our attention that the National Conference Services, Inc., has been advertising conferences that they are going to hold on many military bases. Most of these announcements are without foundation. If your base is asked to host one of these announced conferences, even if the National Conference Service indicates that another Navy or other service command wishes to host the event, please do not permit anyone representing or working for National Conference Services, Inc., to contract with MWR for use of an MWR facility unless the local commanding officer and Ethics Counselor have approved. Be careful of retired members being used to reserve a room for a function, which they represent to be for personal use, and, when the function is held, turns out to be a "front" for the National Conference Services, Inc.

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VEHICLE STORAGE SERVICES FOR FORWARD-DEPLOYED PERSONNEL...

We were recently asked if it was appropriate for MWR to operate a parking lot (i.e., storage lot) in which personnel store their personal vehicles free of charge while they are forward deployed.

The answer is yes. When there is a need for such vehicle storage services for forward-deployed personnel, these services can be considered "mission essential" and, if operated by MWR, should be provided as a MWR Category A activity and fees should not be charged. As a MWR Category A, mission essential program, operating costs, if any, are authorized from appropriated funds, directly or through use of the USA Practice.

When MWR operates a consolidated vehicle storage lot that includes both storage of vehicles for forward deployed personnel (i.e., a mission essential, Category A activity) and storage of other cars, RVs, trailers, etc. (i.e., a Category C business activity), only the portion that is a mission essential, Category A activity element is authorized APF support.

Any costs for additional services offered by MWR for owners of vehicles who are forward deployed, such as once-a-month start up service, preparation of vehicle upon return from deployment, etc., is a responsibility of the vehicle owner and is not authorized funding from APFs. We believe there are only a few installations that charge deployed personnel to recover NAF costs incurred for the storage of their vehicles.

REQUIREMENT FOR PLACING SOCIAL SECURITY NUMBER ON PERSONAL CHECKS...

Financial management regulations require our MWR customers to place their social security number (SSN) on personal checks. The sole exception is when the local MWR department/activity has a centralized secure system in place that contains the patron's SSN. We are currently working on policy that will be incorporated in a forthcoming revision to the MWR Policy Manual that will require MWR departments to establish a system in which patrons' SSNs are retained in a centralized secure database. The objective is to eliminate as much as possible the need to place SSNs on personal checks in recognition of patrons' concern for potential identity theft and the desire for personal confidentiality. You will be receiving additional information concerning this requirement through separate correspondence.

TRANSFER OF AFLOAT UNIT RECREATION ALLOCATIONS FOR DISEMBARKING UNITS...

Afloat MWR/ Recreation programs are authorized to provide unit allocations for Afloat unit level recreation programs. Fleet commanders, type commanders, and Marine Corps commanders are authorized to permit the transfer of unused Afloat unit recreation allocations in the case of disembarking mobile units, aircraft squadrons, and embarked staffs. In these cases, the amount of unused unit recreation allocations will be forwarded to the disembarking unit's host MWR activity ashore. When these funds are received by the host MWR activity, they will be credited to the unit's recreation account.

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MWR FEE POLICY FOR RETIREES AND FAMILY MEMBERS...

...already provides free access to fitness programs based on a CNO driven policy change several years ago. New policy is being developed that will expand that concept of identical treatment for retirees to all MWR programs. In short, military retirees and their family members would be charged the same user fee for use of MWR facilities and programs for which there is an established user fee for active duty, reserves and their family members. When there's no fee for active duty, there will be no fee for retirees.

From a practical perspective, military retirees continue to make an important contribution to the military/Navy's recruiting role by telling the "military/Navy" story. Additionally, this new policy will help counteract the perception among active duty and retirees that benefits continue to erode. This policy change will help demonstrate that MWR is doing its part in building positive relationships and dispelling the negative perceptions. Of course, Echelon 2 commands may modify this policy, on a case by case basis, in recognition of local resource or patron demand considerations.

THE RELATIONSHIP BETWEEN MWR AND PRIVATE ORGANIZATIONS...

Private organizations are not NAFIs and may not operate as a function or extension of the MWR program, regardless of the similarity to MWR-like programs and services. Private organizations have their own bank account and are required to purchase and maintain liability insurance to protect the Navy and individual members against liability claims.

Private organizations cannot be called "special interest groups" for the sole purpose of being covered under MWR's NAF self-insurance program. The nature, function, and objectives of each private organization will be delineated in a written constitution, by-laws, charter, articles of agreement, or other authorization documents acceptable to the commanding officer. A private organization that offers programs or services similar to either appropriated or nonappropriated fund activities on a Navy installation shall not compete with, but may, when specifically authorized in the approval document, supplement those activities. Commanding officers are responsible for approving private organizations on their installation, and providing supervision. Private organizations will be self-sustaining, primarily through dues, contributions, service charges, fees, or special assessment of members. No financial assistance to a private organization is authorized from a nonappropriated fund instrumentality in the form of contributions, repairs, services, dividends, or other donations of money or other assets. MWR is authorized to provide only minimal logistical support dependent on the type of private organization, i.e., for a private organization of a recreational nature. A group is probably a private organization if:

- Membership includes non-DoD individuals;
- Dues are required as a prerequisite for membership;
- Contributions, service charges, or special assessment of membership are made;
- Membership is in control of its income and expenditures;
- The organization has its own checking account;
- It's not an office coffee fund, flower fund, or similar small, informal activity;
- It's not an MWR bowling league.

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USE OF MWR BUSES FOR NON-MWR ACTIVITIES... It is DoD/Navy policy that MWR NAFs be used only for MWR programs. Sailors' NAF dollars should not have to support bus services for non-MWR related purposes.

Official (i.e., non-MWR command-related) bus services are an APF responsibility. Use of MWR NAF buses, wherein NAFs are being used to maintain the bus, pay for driver, etc., for any purpose outside an activity related to the mission of MWR would not be appropriate. However, the base could enter into an agreement (i.e., Memorandum of Agreement (MOA)) with MWR to provide bus services for non-MWR related activities wherein APFs would pay MWR to provide the services. Such payment, however, should not be made from the MW SI.

THE NAVY ANNAPOLIS FLYING CLUB HAS CLOSED...

However, opportunities for former NAFC members to continue flying in a military flying club program are still available to them. Within less than twenty minutes from their former location at Lee Airport in Edgewater, MD, former NAFC members are able to fly with the National Security Agency (NSA) Flying Club (formerly the Fort Meade Army Flying Activity), now operating at their new location at Fort Meade Tipton Airport. Additional good news is that at least 80 of the club's 150 former members have already transferred their membership to the NSA Flying Club. We wish all the former NAFC members well.

FREQUENTLY ASKED NFC QUESTIONS (FAQS)...

QUESTION: Can NFCs participate at Navy Air Shows (open house public-relations event) through static displays, flybys, etc., and be reimbursed for any costs incurred by Navy Recruiting Command or through any other source of APF?

ANSWER: NFCs can participate in Navy Air Shows and other open house public-relations events to the extent authorized by the CO. As to NFCs receiving APF funding from Recruiting Command, several years ago Navy's Comptroller determined APF may not be used for air shows (open house events) except for the "direct recruiting" expenses for NAVCRUITCOM's personnel and displays. In the event NAVCRUITCOM wishes to use APF to support a NFC display in a recruiting initiative, it would have to go through the POM process and provide justification that the NFC's participation clearly supports the recruiting mission.

QUESTION: Can a NFC utilize volunteers to perform various duties or functions?

ANSWER: There may be occasions when the NFC can utilize volunteers. Navy MWR's policy regarding volunteerism is set forth in sections 338 and 339 of enclosure (1) to BUPERSINST 1710.11C. This instruction can be found at www.mwr.navy.mil/mwrprgms/polintinst.htm. A sample Volunteer Services Agreement Form can be found at www.mwr.navy.mil/subpages/mwrnews.htm#volunteer. Volunteers are accepted by the command and not by the NFC Manager or any other MWR Department staff member. Coordination with the command's MWR Director and Personnel Specialists is necessary before accepting the services of any volunteer.

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TRAINING BRANCH

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A WORLD FULL OF TRAINERS...Kudos to the following list of recently certified facilitators, coordinators and course managers:

Certified as Star Service Facilitators at Commander Fleet Activities Yokosuka in February 2002: Annie Dinero, Melanie Dua, Jackie Gomi, Mitzi Logan, Tetsuya Mori, Jomar San Agustin, Barry Smith, Carnan Billings, Michael Kretschmer, Rohana Hooper, Scott Langworthy, Glynis Noonan, Bertha Taylor, Maria De Los Santos and Carmen Padilla Baluis.

Certified as Star Service Facilitators in Millington in February 2002: Mary Dickson, NAS Meridian; Gloria Gouglas, WPNSTA Earle; Kathleen Gerry, WPNSTA Charleston; Amanda Hood, NAVSTA Great Lakes; Laurie Sines, NSA Mid-South; Charlene Brown, COMNAVACT London; Sherry Bynoe, NAF Atsugi; Rosa Camacho, NAVACTS Guam; Masakazu Ishikura, NAF Atsugi; Ana Maria Nunez, NAF Atsugi; Stephanie Oppor, NAS Whidbey Island; Erica Scalia, NAS Dallas Ft Worth; and Son Yong Yim, COMNAVFOR Korea.

Certified as Star Service Coordinators in Millington in February 2002: Kevin Agurkis, NAF Atsugi; Willie Gibbs, WPNSTA Charleston; Diane Long, NAS Jacksonville; Lani Nevil, COMNAVACT London; Leila Ramoa, NSF Diego Garcia; Mary An San Nicolas, NAVACTS Guam; Sandra Wood, NAS Meridian; and Diane Zachry, NAS Dallas Fort Worth.

Certified as Star Service: Coaching for Extraordinary Service (CfES) Facilitators in Millington in March 2002: Ronald Aldridge, NAF Kadena; Tracey Drews, CFA Yokosuka; Sharon Foerster, WPNSTA Seal Beach; Cindi Mansfield, NAVSTA San Diego; Maria Media, NAS Corpus Christi; Thomas Sidebottom, NAS Whiting Field; Amy Cimino, NAS Jacksonville; Stephen Dauenhauer, CBC Gulfport; Candace Dugan, SUBASE Kings Bay; Tiffany Johnson, NAVSTA Great Lakes; Alexia Meledez-Cotto, NAVSTA Roosevelt Roads; Gerald Morris, NAS Sigonella; and Katerina Tsapakis, NSA Souda Bay.

*Certified as Field Course Managers...*The number of Field Course Managers and the opportunities for expanded, cost-effective training continues to grow. The following persons were recently re-certified as Leadership Skills for Managers (LSFM) Field Course Managers: Kathy Canelias, CNET Pensacola, Greg Gustine and Mick McAndrews, Navy Region Hawaii. We also certified two new MWR Managers' Field Course Managers: Steve Motchnik, NAF Atsugi and Tara Culbertson, NAVSTA Mayport. Congratulations and thanks to Kathy, Greg, Mick, Tara, and Steve for their accomplishments and continued support of MWR training!

PUT ME IN, COACH...The worldwide launch of Star Service: Coaching for Extraordinary Service (CfES) has been a tremendous success! This rollout, conducted from November 2001 through April 2002, introduced this new course to MWR managers and supervisors at nine Navy bases. CfES is designed to give participants the skills and tools to proactively coach their employees to provide extraordinary service to all customers, internal and external. Initial feedback from attendees indicates that this two-day

course is very beneficial and will greatly assist in the development of better working relations between supervisors and employees.

Our thanks go out to the following bases and regions that participated in the launch of Star Service: CfES – WPNSTA Seal Beach, NAF El Centro, Navy Region Southwest at NAVSTA San Diego, Mid-Atlantic Region at NAB Little Creek, NAF Kadena, CFA Sasebo, Navy Region Southeast at NAS Jacksonville, NSA Naples and NAVSTA Great Lakes.

MWR INTERN PROGRAM...The goal of the MWR intern program goal is to assist overseas and stateside commands in locating high quality, energetic, and hard working interns. Hopefully, this is the first "training" these students will receive from PERS-654, as we hope many will become MWR professionals. Selections for the overseas program for summer 2002 have been made.

Thanks to the many of you in CONUS for updating your internship availability information. That information has been updated on the MWR web site to reflect your new and revised information. There are hundreds of colleges and universities on our mailing list and we hope this program is helping you to recruit and develop future MWR professionals. Should you have any questions on the MWR Intern Program, please contact PERS-654G.

NEW TRAINING VIDEOS...are available in the Media Resource Center. Use them to enhance your staff training program!

The New Business of Paradigms – 21st Century Edition: Insights on change and how to manage it. Futurist Joel Barker has updated his classic message on paradigms for our rapidly changing world. Using real-life examples of organizations that have profited from paradigm shifts, and those that have lost because they refused to change, Joel Barker shows organizations the importance of accepting new perspectives.

Strategic Planning In Government - Federal Version: A guide to performance-based budgeting that complies with the Government Performance and Results Act (GPRA). Mission statements, goals and objectives, annual performance plans and day-today activities are discussed. Follow a team of government employees as they work through revisions in their plan, and learn the pitfalls and proven strategies to draft a plan that complies with GPRA.

Time Challenged: Where on earth did the time go? Start to overcome the challenge of time management, as this video shows you how to fend off casual office visitors, keep phone calls and e-mails from taking over your day, set time limits for projects, prioritize each day's tasks and other time management skills.

Time: The Next Dimension of Quality: Did you know that only 25% of time spent in any given process adds value to your product or service? This video looks at increased productivity and customer service – how to look at a process to identify which steps add value and what things have no value in the eyes of the customer. Once non-value-added time is removed, you can deliver your services to the customer faster and with more quality than ever before.

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NAVY MOTION PICTURE SERVICE

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THEATER IN THE BOX ON THE GROW

Navy MWR continues to deliver movie programs and equipment where they are needed. Last week, three more Theater In A Box (TIB) packages were shipped out, this time to CBC Gulfport for use by deploying units. TIB is a complete self-contained large screen videotape projection unit that includes almost 300 tapes. This brings the total of TIB's shipped and in use to 9, which includes several units delivered to Middle Eastern remote locations and Guantanamo Bay. The unit takes 20 minutes to set up and breaks down in about half that time. Some additional units are available for units that have a specific need.

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MOVIES TO CELEBRATE MONTH OF THE MILITARY

CHILD...NMPS is proud to support the Navy's youth, child development, and family programs with a wide selection of G and PG-rated movies to choose from. April is the perfect month to do something special for the children and families you serve, so why not do something special with movies?

There are currently 23 G-rated titles in NMPS circulation on 8mm videotape that would be great for special movie features at the youth or child development centers throughout the month of April. Designate and/or create a space in the facility as the Month of the Military Child Movie Theater and add a snack of popcorn and juice for the pint-sized audience! You might even pave the way to the entrance with Hollywood walk of fame stars—paper stars with each child's hand and footprint in the center. Before you laminate them, have children tell you about their favorite movie and write their response on the back.

Turn a multi-purpose room or community center facility into a special, family film festival area -- or if it's warm enough and the weather will cooperate, set up a portable movie theater outside in a park. Feature a family film one day - or night - per week for the month of April. In addition to the 23 appropriately themed G-rated titles, NMPS has 40 PG-rated titles that may lend themselves to a wonderful family film festival program. While you may not charge admission to any NMPS 8mm videotape program offering, you may consider setting up a snack bar to sell popcorn and drinks to the crowd -- or encourage the families to pack their own family film "picnic."

Looking for an extra-special title to feature? You may consider *Harry Potter and the Sorcerer's Stone* (PG). This is the newest family-oriented title in the NMPS collection and is featured in the late-March 8mm videotape shipment.

For CONUS bases who feature NMPS' 35mm movie format, we're bringing back some children's favorites to the big screen: *The Wizard of Oz*, *Mulan*, *Harry Potter and the Sorcerer's Stone*, *The Rugrats Movie*, and *Rugrats in Paris*. 35mm theaters will have the opportunity to feature a "new" G or PG film each week in April.

OCONUS theaters will have three First Run OverSeas (FROST) titles onboard to feature in place of the above re-releases: *ET 20th Anniversary Re-Issue*, *Ice Age* and *The Rookie*.

The family program ideas listed above are also a perfect opportunity to partner with your local Fleet and Family Service Center folks to get the word out about the wonderful family programs that they offer.

For more information regarding 8mm videotape support for youth and family programs at your base, please contact us.



BUSINESS ACTIVITIES BRANCH

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BOWLING CENTER MANAGERS... Military Registration packets for the 11th Annual Armed Forces Bowling Conference and International Bowl Expo 2002 have been mailed out. The event will take place at the Iberville Suites (Military), Hilton Riverside Hotel, and Ernest N. Morial Convention Center in New Orleans from June 16-21. Rooms have been blocked through the BPAA for Military attendees at the Iberville Suites at the per diem rate plus tax. The Bowling Conference includes:

- Equipment & Maintenance Management Certification Course, June 13-15;
- Military General Session & Individual Service Meetings, June 16;
- Military Education, Education Keynote Speaker, & Seminars, June 17;
- Bowl Expo General Session, Keynote Address & Seminars, June 18;
- Trade Show, June 19-20; and
- IBPSIA Pro Shop Certification School at the Iberville Suites, June 21-25.

You can also register at www.bowlexpo.com. Enter the key code AFBC and the military only web site comes on. Then press the registration button and fill out the on-line registration form. For more information, contact PERS-655C2.

NAVY DART LEAGUES... Those installations interested in developing an MWR Dart League are invited to contact Glenn Remick at the American Darters Association www.adadarters.com at 636-625-8621, adadarts@adadarters.com. The Military Cup Challenge II will be held at the Riveria Hotel in Las Vegas on August 8. For more information, please call 800-634-6753. The American Darters Association will provide application, league management, Navy MWR Dart League Kits, MWR Navy Championship--getting started and sponsorship information.

NAVY GOLF... continues to struggle after September 11. Total program revenue is down nearly 15% and cash flow is off by an even greater amount. The entire golf industry has taken a beating since September 11, especially on military installations.

What can we do to counteract the downward trend? First, look at your competition outside the gates. Do you offer a similar or better product? If you do not, you may want to consider upgrading the conditions of your golf course. Military golf courses used to get customers to play because we offered the best prices; quality wasn't as important. Unfortunately, many civilian golf courses have recently opened outside of our gates. The new courses offer golfers good playing conditions, top-notch designs, and a reasonable price. We can no longer assume the military member will stay on base just because of price alone. Our best strategy is to offer a better value. It is very important that all Navy courses review the off-base competition, and sometimes competition from other military activities, to see how we stack up. To remain relevant in the long-term, we must make changes as necessary.

The business environment since September 11 may be just the motivation we need to make long-term improvements. To survive and prosper, business as usual will not get it done. If you would

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FLOATS ANYONE?...root beer, that is. On January 17, NAS Brunswick held the grand opening of their new "Rec Mall," featuring an A&W outlet. The "Rec Mall" was constructed as an addition to their existing bowling center. Newly added food services in this location are provided through an A&W license agreement that features their famous root beer, floats, shakes, burgers, fries, onion rings and Coney dogs. Both counter service and drive-through options are available. The facility also features an ITT office, an indoor play area, a small theater, stage area, computers with Internet access, and an activity area. For more information on A&W, contact P655F3.

LET'S GET READY TO EAT..."Mean Gene" Okerlund made a live appearance at the Navy's newest burger concept: "Mean Gene's" at NAS Fallon on March 7. Festivities included a ribbon cutting ceremony and a burger eating contest, as well as auto-graphed photos and prizes. The Mean Gene's Burgers is in a co-branded location with Eddie Pepper's Mexican, and is located in the newly remodeled Planet X Club. This is the second and third Orion brands that NAS Fallon has opened in the past year. In July, a Hot Stuff Pizza concept opened at the Bowling Center.

NAVY MWR OPENS 3RD NOBLE ROMAN'S PIZZA EXPRESS...December 2001 saw Navy MWR's third Noble Roman's Pizza Express location open on the pier at NS Everett, WA. The menu consists of pizza, pasta, sandwiches, Buffalo wings, and breadsticks. This represents one of the simplest license agreements and minimal capital investment branded opportunities that Navy MWR has to offer. Pizza, as a category, attracts the second highest amount of food service dollars behind burgers, and with a relatively low cost of sales, this concept offers a great potential for profit.

JOINT SERVICES PRIME VENDOR PROGRAM...A.K.A. Army Prime Vendor Program. Participating in the Joint Services Prime Vendor Program (JSPVP) can make a big difference to your bottom line. The program features 40 different foodservice distributors with contract pricing. The contracts are good for all of the products the foodservice distributor carries. The program mark-up average is between 9-13%, whereas regular distributor mark-up ranges from 20-25%. The success of the program is found in the overall savings it provides as well as the time and effort needed to shop for the lowest prices for various line items. We have 63 of our 111 bases participating in the JSPVP. Not all of the MWR activities participate and each individual activity may not be taking advantage of all the potential savings. In addition to the JSPVP, there is also a Manufacturers Rebate program. There are 106 manufacturers providing rebates on over 2000 different products. There are no membership fees to join, it's FREE. For more information, visit the web site at www.jspvp.com or contact PERS-655F4.



FINANCIAL MANAGEMENT BRANCH

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STOP THE PRESSES!

The RAMCAS User Handbook has been mailed out and is also available at www.mwr.navy.mil. Click on Finance, then click on Field (RAMCAS Accounting), there you will find the RAMCAS handbook.

PURCHASING FIXED ASSETS AND MINOR CONSTRUCTION...During the past few years, PERS-65 has limited the equipment purchases for authorized Cat A and B program elements through the USA practice to \$15,000 per item. As of November 15, 2001, an increase in funding level was authorized to \$25,000 per item.

However, we would advise you that labor/benefits and supplies should first be executed through USA, since labor/benefits are the most defensible and traceable. PERS-65 policy guidance for local MWRs purchasing equipment through the USA practice is authorized up to \$25,000 for each item purchased. The increase is not meant to authorize the purchase of vehicles with USA offset.

Purchasing of vehicles with O&M,N dollars is prohibited by law. Vehicle funding is managed by NAVFAC with OPN funds, NAVFAC P-300. If a construction warrant is held by the local MWR department, minor construction policy is authorized up to \$10,000 per project. Construction accomplished and equipment purchased through the NAF procurement policy should be recorded to account 00-686-00, with the contra expense account recorded to 00-750-00. This policy is a conservative one from the normal DOD \$50K levels and will be reviewed next year.

INCOMING ELECTRONIC FUNDS TRANSFERS (EFT)...Be sure to record your incoming electronic payments on a separate DAR. Many banks provide funds with an advice of payment information which can be used as your supporting documentation. In some cases, however, MWR fund custodians may be unaware of incoming payments. In these cases, Local Banking will provide copies of your bank account statements whenever an incoming payment posted. Again, record the payment on a DAR using the statement copies as documentation.

OUTGOING VENDOR EFT'S...Treasury Operations has appointed a new EFT Coordinator for the AIMS (SAP) system. Please contact PERS-652E2D with any EFT reversal requests. Reversals are a best effort attempt to retrieve the funds and may be requested within five days of the original item posting. If you do not have a reversal request form, it can be found on our web site under both Finance and Computer Services tabs.

CHANGES IN THE MANAGISTICS' CLIENT SERVICES TEAM...In February, Vivian Louloudis, our Account Manager left ADP to pursue other opportunities outside of the company. Our new primary POC is Tom Spinoso. Tom has over 24 years of payroll experience and is looking forward to working with all of us. Don't be surprised if you see his name appear on e-mails or phone calls. The Service Team at 800-654-3913 will continue to be your first line of contact for help/questions.

NAVY MWR LOCATIONS USING ADP PCPW PAYROLL SYSTEM...You will no longer receive paper copies of the Summary Report, Check Listing Report, or Source 8 Report. As of the February 15 pay date, these reports are available to download from the web. This should be more convenient for the end user and provide quicker access to information. We thank you for doing your part to save paper and reduce mailing expenses.

